

Department of the Army
United States Army Intelligence Center
and Fort Huachuca
Fort Huachuca, Arizona 85613-6000

FH Regulation 350-1

28 April 2000

Pre-Command Course for Company Commanders

Summary. This regulation establishes policy and procedures for the Pre-Command Course for Company Commanders.

Applicability. This regulation applies to all officers about to assume company command on Fort Huachuca. It also applies to First Sergeants and other leaders as deemed appropriate by their battalion chain of command.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the proponent.

Suggested improvements. The proponent of this regulation is the G3 Operations Center, USAG. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Garrison, (USAG) ATTN: ATZS-HBG-E, Fort Huachuca, AZ 85613-6000.

Availability. This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.

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1. Purpose. This regulation establishes policy, assigns responsibilities, and provides guidance relating to the Pre-Command Course (PCC) for company commanders on Fort Huachuca.

2. References.

Prescribed and referenced publications and forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

3. Policy. The PCC for company commanders is mandatory for all commanders taking command of a company on Fort Huachuca. They will attend this course before command or within two months of assuming command. This applies to all elements of the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) and all tenant organizations of Fort Huachuca. It is recommended that new First Sergeants attend this course but attendance is not mandatory. Battalion and brigade commanders/command sergeant majors are welcome to attend this course.

4. Explanation of abbreviations. Abbreviations used in this regulation are explained in the glossary .

5. Responsibilities.

a. All briefers will provide their briefs to the G3 Operations Center no later than two weeks prior to the start of the class. Briefs will be submitted on disk and in hard copy.

b. G3 Operations, USAG is the proponent responsible for management of the Company Commanders PCC to include completing the following:

(1) Schedule the commanders course and be the proponent responsible for management of the course.

(2) Coordinate with all participating agencies outside of the six-week training window and provide guidance on briefing content.

(3) Ensure all briefers have necessary handouts.

(4) Coordinate location and tour.

(5) Maintain a list of all attendees.

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- (6) Provide a briefing on range scheduling, taskings, and general safety.
- (7) Provide a briefing on mobilization and deployment.
- (8) Evaluate the end-of-course critiques.
- c. Post Chaplain Office will provide a briefing on the following:
 - (1) Chaplain services.
 - (2) Crisis/stress management.
 - (3) Common soldier problems.
 - (4) Suicide prevention.
- d. TRICARE/Medical office will provide a briefing with focus on the following areas:
 - (1) Commander's legal interface with a doctor.
 - (2) Sick call procedures.
 - (3) Understanding emergencies.
 - (4) Medical separations/boards/Military Occupational Speciality (MOS) and Medical Review Board (MMRB) procedures.
 - (5) Exceptional family member program.
 - (6) Appointment no shows.
 - (7) Profile procedures (Responsibilities and limitations).
 - (8) HIV notification.
 - (9) Nutrition.

- e. Mental Health will provide a briefing on the following:
 - (1) Commander liabilities. Referral process.
 - (2) Family advocacy procedures and company commander responsibilities.
- f. Dental Activity (DENTAC) will provide a briefing on the following:
 - (1) DENTAC responsibilities.
 - (2) Soldier dental health and deployability.
- g. Army Substance Abuse Program Office will provide a briefing on the following:
 - (1) Alcohol and drug abuse program at the company level.
 - (2) Commander's responsibilities.
 - (3) Enrollment into the alcohol and drug program.
 - (4) Self referrals vs. command referrals.
- h. Family Advocacy Programs will provide a briefing on the commanders role in the Family Advocacy program and the Case Review Committee.
- i. Army Continuing Education System will provide a briefing with focus on the following:
 - (1) Services.
 - (2) Tuition assistance procedures.
 - (3) College credit.
- j. Army Career Alumni Program will provide a briefing on the program and what it can do for the soldiers leaving the Army.

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- k. Directorate of Installation Support will provide a briefing with the focus on the following:
 - (1) Environmental stewardship.
 - (2) Housing.
 - (3) Transportation.
 - (4) Property book.
 - (5) Self-help in barracks.
- l. Post Reenlistment Office will provide a briefing with focus on the following:
 - (1) Commanders role in the reenlistment process.
 - (2) Reenlistment counseling.
 - (3) Battalion reenlistment – Non-Commissioned Officer responsibilities.
 - (4) Bar to reenlistment.
 - (5) Indefinite reenlistment.
 - (6) Initial and mid-career options.
 - (7) Soldiers ineligible for reenlistment (low GT scores) and their alternatives.
- m. Inspector General (IG) will provide a briefing on the following:
 - (1) Responsibilities of the IG.
 - (2) Common IG issues on Fort Huachuca.
 - (3) IG support for the Commander.
 - (4) Conducting sensing sessions.
 - (5) Congressionals.

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n. Directorate of Public Safety will provide a briefing on the following:

(1) Law enforcement (policies on weapons, use of drug dogs, emergencies, what to do with blotters, and other derogatory information on soldiers).

(2) Fire (telephone numbers, policy on false reporting, playing around with fire extinguishers, etc.).

(3) Safety (what is the safety office and what can they do for the commander).

(4) Security (Commanders responsibilities on dealings with Central Clearance Facility and letters of intent).

o. Criminal Investigation Division (CID) will provide a briefing on the following:

(1) CID responsibilities.

(2) Responsibilities of CID, Military Police and Military Police Investigation.

(3) CID support for the commander.

(4) Command support for CID.

p. Staff Judge Advocate will provide a briefing with focus in the following areas:

(1) Environmental law – Discuss specific environmental problems on Fort Huachuca.

(2) Uniform Code of Military Justice.

(a) Discipline options.

(b) Corrective training.

(c) Allegations against a soldier.

(d) Lawful orders.

(3) Arizona law.

(a) Bad debt – what can be done?

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- (b) Documents you can legally retain on a soldier.
- (c) Collecting funds for Army Emergency Relief (AER) and Combined Federal Campaign. Unit fundraising.
- (4) Client Services.
 - (a) Household claims.
 - (b) Personal claims.
 - (c) Legal Assistance.
 - (d) Health and welfare inspections.
 - (e) Don't ask – don't tell policy.
- q. Adjutant General Directorate (Personnel) will provide instruction on the following areas:
 - (1) Commanders responsibilities regarding, family care plans, pass and leave policies, and counseling.
 - (2) Standard Installation/Division Personnel Reporting System reports and how to read them.
 - (3) Functions of the Noncommissioned Officer Evaluation Report. Role of the rating chain.
 - (4) New Officer Evaluation Reports.
 - (5) Personnel assets.
 - (6) Promotions.
 - (7) Awards.
 - (8) Inprocessing/outprocessing procedures.

- (9) MMRB procedures (Commanders responsibilities).
- (10) Soldier Readiness Processing.
- (11) Victim compensation.
- r. Post Equal Opportunity (EO) Office will provide a briefing on the following:
 - (1) Complaint procedures - difference between timelines for EO and legal.
 - (2) Commanders role in Consideration of Others.
 - (3) Unit EO representatives.
 - (4) Sexual harassment.
- s. Equal Employment Office will provide a briefing immediately following post EO to include special programs.
- t. Army Community Services (ACS) will provide a briefing on the following:
 - (1) ACS services.
 - (2) AER assistance.
 - (3) Consumer affairs and financial assistance program.
 - (4) AER campaign.
 - (5) Relocation assistance.
- u. Directorate of Contracting will provide a briefing on the following:
 - (1) Improved Management Procurement and Contracting Technique cards.
 - (2) Introduction to contracting – who your point of contacts are and what they can do for you.

v. Defense Military Pay Office will provide a briefing with focus on the following:

- (1) Important reports from finance.
- (2) Appointments.
- (3) Misuse of government credit cards.
- (4) How to find out when a soldier will have No Pay Due and what to do about it.
- (5) Other subjects: miscellaneous allotments/deductions; overpayment, Deferred Payment Plan, spousal support, finances for Temporary Duty.

w. Company Training Management System will provide a briefing with focus on:

- (1) Quarterly Training Brief process.
- (2) Company training meetings.
- (3) After action review.
- (4) Training management system FM 25-101.

x. Directorate of Morale Welfare and Recreation will provide a briefing on activities available and support they can provide for soldiers, families, and civilians at Fort Huachuca.

y. Public Affairs Office (PAO) will provide a briefing of Fort Huachuca with focus on the following areas:

- (1) SCOUT Procedures.
- (2) Commander's Access Channels.
- (3) Talking to the media.
- (4) Hometown News Releases.

z. Current Company Commanders from the 11th Signal Brigade and 111th Military Intelligence Brigade will brief their experiences as company commanders.

aa. USAG Command Sergeant Major (CSM) will present a briefing on:

- (1) Relationship between CSM/SGM and Commander.
- (2) Drinking policy on post, off post, in barracks.
- (3) Commander's responsibilities regarding family member discipline problems.
- (4) Proper military courtesy – for bugle calls, etc.
- (5) Better Opportunities for Single Soldiers program.

Glossary

Abbreviations

ACS	Army Community Service
AER	Army Emergency Relief
CID	Criminal Investigation Division
CSM	Command Sergeant Major
DENTAC	Dental Activity
EEO	Equal Employment Office
EO	Equal Opportunity
IG	Inspector General
MMRB	MOS and Medical Review Board
MOS	Military Occupational Speciality
PAO	Public Affairs Office
PCC	Pre-Command Course
SGM	Sergeant Major
USAG	U. S. Army Garrison
USAIC&FH	U.S. Army Intelligence Center and Fort Huachuca

(ATZS-IMO-IP)



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